



**POSITION SPECIFIC RECRUITMENT  
ANNOUNCEMENT #09-2588-954  
PERMANENT POSITION**

**Position Title:** ADMINISTRATOR III

**Salary Range:** \$45,399 - \$72,857 (Equivalent to State Salary Grade 18)  
**Hiring Range:** \$45,399 – \$59,049  
(Temporary Salary Reduction Effective September 23, 2009)

**Location:** 120 E. Baltimore St, Baltimore, MD 21202

**Closing Date:** November 4, 2009

**Position Duties:** The position serves as a Special Assistant to the Retirement Administrator by assisting the Administrative Division in the development, implementation, and execution of Agency policies, programs, plans, and procedures and provides administrative oversight to ensure fiduciary obligations of the system are met. The incumbent will be responsible for researching, resolving, and responding to sensitive processing problems brought to the attention of the Retirement Administrator by the Executive Director, members of the Board of Trustees, Legislators, Retirement Coordinators, and members. Research will involve investigating individual circumstances and following them through standard processing procedures to discover processing failures. The incumbent will occasionally serve on behalf of the Retirement Administrator as the Agency's liaison working with the System's Actuary, Legislative Analysts, Legislators, Trustees and other Executive Department and local government officials to provide technical advice on pension issues and benefits, payment distributions, participant account reporting audit, and control functions. This position is also responsible for assisting the Director of the Special Projects Unit in reviewing benefit and refund disbursement payment voucher calculations for compliance with federal and State pension tax laws, providing management and oversight of the Deferred Retirement Option Program (DROP) for the State Police and Law Enforcement Officers' Pension System including DROP payments, and reconciling balances to general ledger accounts.

This position requires the successful candidate to possess excellent written and oral communication skills.

**Minimum Qualifications:**

**Education:** Possession of a bachelor's degree from an accredited four-year college or university.

**Experience:** Five years experience in administrative staff or professional work. One year of this experience must have involved one or more of the following: the supervision of other employees, overseeing and coordinating the general operations of a unit, applying rules and regulations, or exercising responsibility for the development of policies or procedures.

**Notes:**

1. Additional experience in administrative staff or professional work may be substituted on a year-for-year basis for the required education.
2. Additional graduate level education at an accredited college or university may be substituted at the rate of 30 semester credit hours on a year to year basis for the required general experience.

**Selective Criteria:**

One year of experience reviewing and interpreting laws, regulations, pending legislation (e.g. federal, state, or county), or complex internal policies to determine impact on an organization and/or its customers;

One year of documented experience communicating (verbal and written) complicated issues in layman's terms to organizational customers; or one year of experience in developing presentation materials and making presentations to small to mid-sized groups of organizational customers.

**Due to the confidential nature of the work, the successful candidate must undergo and pass a background check.**

**Selection and Examination:** You must possess the minimum and selective qualifications to be considered for this position. The examination will consist of a rating of your education, training, and experience provided on your application that are related to the requirements of the position. Successful candidates will be ranked as Best Qualified, Better Qualified, or Qualified and placed on the employment (eligible) list for at least one year.

**To Apply:** Please submit a Cover Letter, and a completed Maryland State Application (MS-100) to: Maryland State Retirement Agency, Attn.: Office of Human Resources, Administrator III, Announcement #09-2588-954, 120 East Baltimore Street, Baltimore, Maryland 21202 or [careers@sra.state.md.us](mailto:careers@sra.state.md.us). Applications may be obtained from [www.dbm.maryland.gov](http://www.dbm.maryland.gov) under Job Seekers or by calling 410-625-5540. **Resumes will not be substituted for any part of the application.** Reasonable accommodations will be provided to qualified individuals with disabilities upon request. Your request must be submitted in writing with your application. TTY users, call via the Maryland Relay Service. **Applications must be received by the close of business on the closing date.** EOE